



Minutes of the Finance & General Purposes Committee Meeting on Monday 16th April 2018

Present

Councillors: Sanham (Chairman), Beer, Burrows, Read and Rowland

In attendance: Town Clerk

154. Apologies for Absence

Apologies were received and accepted from Cllr Squire.

It was noted that following the report to Council on 9th April that Cllrs Chadwick and Pigott were no longer on the Finance and General Purposes Committee.

155. Declaration of Interest

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

156. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 12th March 2018 and the Special meeting on Monday 26th March 2018.

(Moved Cllr Rowland; seconded Cllr Beer)

157. Public Question Time

There were no members of the public present

158. Payments and Receipts and SAGE report

Receipts

The Committee confirmed that they were pleased to see receipts from the Schools Company and tenants

The Committee **RESOLVED** to approve the receipts report (moved Cllr Beer; seconded Cllr Rowland)

Payments

Discussion took place around:

- The payment to Auto Services Garage – the Town Clerk confirmed that this was to fix a problem with the van as it couldn't be started one day
- The fire risk assessment and whether the council had received all of the paperwork and quotes for the remedial work. The Town Clerk confirmed that a report would be discussed at the Estates Committee on 23rd April 2018.

The Committee **RESOLVED** to approve the Payments report

(moved Cllr Beer; seconded Cllr Rowland)

SAGE report

The Town Clerk confirmed that there were only a couple of payments that were outstanding and that they were being chased for payment.

159. Petty Cash expenditure

The Committee physically checked the petty cash and vouchers.

The Committee **RESOLVED** that the petty cash reconciliation and imprest report as at the 31st March 2018 be approved.

(Proposed Cllr Read; seconded Cllr Sanham)

160. Budget to date

The Town Clerk confirmed that the outturn position was on course to be as per the discussions at the February and March meetings.

Discussion took place around each budget heading as follows:

Administration

- Carry forward the underspend balance of £1020 from cost code 112 website contract to the 2018/19 financial year
- Carry forward the underspend balances of £890 from cost code 120 legal and professional fees and £791.68 from cost code 2103 computer IT to reserves
- The outturn figure currently standing at -£3,777.16 but this was subject to change once all of the year end processing had taken place

Allotments

- The outturn figure currently standing at £894.47 but this was subject to change once all of the year end processing had taken place. They year end balance to be transferred to 2018/19.

Amenities

- Carry forward the underspend balance of £45.02 from cost code 602 PPE, H&S etc to the 2018/19 financial year
- Carry forward the underspend balance of £500.00 from cost code 606 bus shelter refurbishment to the 2018/19 financial year
- Carry forward the underspend balance of £1000.00 from cost code 608 street furniture maintenance to the 2018/19 financial year
- Carry forward the underspend balance of £55.00 from cost code 2059 training to the 2018/19 financial year
- The outturn figure currently standing at £1,996.17 but this was subject to change once all of the year end processing had taken place

Artisan Market

- The outturn figure currently standing at £1,837.12 but this was subject to change once all of the year end processing had taken place. They year end balance to be transferred to 2018/19.

Asset Maintenance

- Carry forward the underspend balance of £3,117.49 from cost code 2099 Town Hall to an Earmarked Reserve for the Town Hall
- The outturn figure currently standing at -£126.93 but this was subject to change once all of the year end processing had taken place

Cliff Field Gardens

- Carry forward the underspend balance of £100.00 from cost code 1305 Misc Works to the 2018/19 financial year
- Carry forward the underspend balance of £500.00 from cost code 1306 Labyrinth maintenance to the Earmarked Reserve for the Labyrinth upgrade
- The outturn figure currently standing at £567.19 but this was subject to change once all of the year end processing had taken place

Community

- Carry forward the likely underspend balance of £5,577.32 from cost code 2157 Air Ambulance donations to the 2018/19 financial year
- The outturn figure currently standing at £3,244.04 but this was subject to change once all of the year end processing had taken place

Elizabeth Road Play Area

- Carry forward the underspend of £200.00 from cost code 805 litter bins to the 2018/19 financial year
- The outturn figure currently standing at £277.60 but this was subject to change once all of the year end processing had taken place

Marshlands

- Carry forward the underspend balance of £1,041.60 from cost code 2134 fire risk remedial work to the 2018/19 financial year
- Carry forward the underspend balances of £360.83 from cost code 2143 Flooring, £500 from cost code 2144 signage and noticeboards and £4011.78 from cost code 2147 contingency to reserves
- The outturn figure currently standing at £15,485.34 but this was subject to change once all of the year end processing had taken place

Town Development

- Carry forward the underspend balances of £500 from cost code 2117 Art Projects and £2940.51 from cost code town signage to the 2018/19 financial year
- The outturn figure currently standing at £6,523.84 but this was subject to change once all of the year end processing had taken place

The overall budgetary outturn position at the current time was an underspend of £29,335.34 plus earmarked reserves of £35,486.24. The Town Clerk advised Councillors that the final outturn position is subject to change as the year end processing is still taking place.

The Committee **RESOLVED** to not the budget to date (moved Cllr Rowland; seconded Cllr Beer)

161. Bank Reconciliation

The Town Clerk advised Councillors that the year end bank reconciliation had not yet been fully completed due to the year end processing. This is to be brought to a special meeting of the Finance and General Purposes Committee scheduled for the 1st May 2018.

162. Update on Actions arising from previous meetings

Finance System

The Town Clerk updated the Committee that the installation of the new Finance system was on hold until the new computer system had been installed.

IT System

The Town Clerk updated the Committee that the new computer system is on course to be installed in either the weeks commencing 23rd April or 30th April 2018

Photocopier

The Town Clerk confirmed that everything was proceeding as expected in terms of the photocopier. The new machine was due to arrive and be installed on Monday 23rd April and the old one to be collected around the same time, following the termination contract date of 20th April

Insurance

Following the decision made by the special meeting of the Finance Committee on 26th March, the insurance renewal has been completed and the Council is insured.

Annual Fire Risk Assessment

The Town Clerk confirmed that she had now received the risk assessment for the fire doors from the supplier and that a report would be going to the Estates Committee on 23rd April 2018

Labyrinth

The Town Clerk confirmed that she is endeavouring to get quotes from local grounds maintenance companies to bring back to a future meeting.

163. Confidential Items

Cllr Sanham moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda item 11 as there was likely to be

disclosure of confidential information as matters were being discussed which are commercially sensitive.

164. IT Support and Maintenance

The Town Clerk updated the Committee that she is still doing further investigation on the recurring monthly costs including the back up, Office 365 and IT support and to bring a report back to the next meeting.

The meeting ended at 8.20pm

Chairman: _____

Dated: _____

DRAFT